

Draft

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# City of Hartford Department of Housing & Community Development PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2001

## **PHA Plan Agency Identification**

**PHA Name:** City of Hartford  
Department of Housing & Community Development

**PHA Number:** CT-051

**PHA Fiscal Year Beginning:** (07/2001)

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

Main administrative office of the PHA located at the address:  
City of Hartford – Department of Housing and Community Development  
The Times Building  
10 Prospect Street  
Hartford, CT 06103-2814  
(860) 543-8640

Contract Administrator office located at the following address:  
Imagineers  
635 Farmington Avenue  
Hartford, CT 06105  
(860) 247-2318

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:

Main administrative office of the PHA located at the address:  
City of Hartford – Department of Housing and Community Development  
The Times Building  
10 Prospect Street  
Hartford, CT 06103-2814  
(860) 543-8640

Hartford Public Library (Main Office)  
500 Main Street  
Hartford, CT 06103

Contract Administrator office located at the following address:  
Imagineers  
635 Farmington Avenue  
Hartford, CT 06105  
(860) 247-2318

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

Main administrative office of the PHA located at the address:  
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**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

The primary objective of the City of Hartford Section 8 Tenant Based Assistance, Housing Choice Voucher and Moderate Rehabilitation program is to assist eligible low-income families to obtain decent, safe and sanitary housing. The mission of the City of Hartford, Department of Housing and Community Development is to stabilize and improve the City's housing stock and neighborhoods.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

PHA Goal: Expand the supply of assisted housing

Objectives:

X Apply for additional rental vouchers.

PHA Goal: Improve the quality of assisted housing

Objectives:

X Obtain high SEMAP score.

X Continue to improve voucher management: (SEMAP score).

X Concentrate on efforts to improve specific management functions: (increase lease up rate percentage, increase supporting data for rent reasonableness determination).

X Promote to program participants' awareness of the dangers of lead poisoning hazards by providing additional handout material during orientation and recertification.

PHA Goal: Increase assisted housing choices

Objectives:

X Provide voucher mobility counseling: (measurable by the number of participants that chose to practice mobility).

X Conduct outreach efforts to potential voucher landlords.

X Review the need to increase the voucher payment standards annually.

X Consider implementing voucher homeownership program when final regulations are published.

## **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families with continued develop of employment goals of family self-sufficiency participants.
- X Attract supportive services to improve assistance recipients' employability with continued program staff support of goals of family self-sufficiency participants.
- X Attract supportive services to increase independence for the elderly or families with disabilities through continued outreach to appropriate support service providers.

## **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: (recorded in fair housing documentation).
- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: (recorded in fair housing documentation).
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: (recorded in fair housing documentation).

### **Other PHA Goals and Objectives:**

PHA Goal: Improve tenant-based assistance program services to better serve program participants.

Objectives:

1. Develop more comprehensive rental survey data to assist in rent reasonableness determinations and need for exception rents or higher payment standards using the following strategies:
  - Routinely review payment standard levels to determine the appropriate level that maximizes both adequate housing choices without reducing total number of rental subsidies.
  - Maintain payment standard levels equal to 100% of published fair market rent or greater.
  - Develop rental survey data to review the adequacy of payment standard levels.

- Track rental information on cases where apartment units became ineligible for program participation due to rent being too high for client. Compile this information and analyze to determine if higher payment standards are necessary (December 31, 2001).
2. Identify additional support services to support family-self sufficiency program efforts by December 31, 2001.
  3. Develop new Section 8 tenant-based assistance homeownership program to support homeownership goals and then advertise to eligible program participants by December 31, 2002.
  4. Maximize enrollment and housing choice opportunities based on funding availability (ongoing).
  5. Develop a more comprehensive listing of handicap accessible units using the following strategies:
    - Assign a specific staff person to coordinate identification and dissemination of known or available handicap accessible units.
    - Identify possible agencies that might have listings of handicapped accessible units.
    - Have program staff identify handicap accessible units through normal program operation and forward information to staff person responsible for maintaining list.
    - Ensure that property owners that list vacant apartments are screened to determine if the units are handicap accessible and if so identify them in that manner.
    - Develop a handicap accessible handout for interested clients with a comprehensive listing of known units (not necessarily vacant).
  6. Continue to make available Section 8 Project Based Assistance:
    - Use 500 Rental Vouchers to attach to specific properties through the Section 8 Project Based Assistance Program to enable owners of these properties to obtain financing for rehabilitation.

**Annual PHA Plan**  
**PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

☒ **Streamlined Plan:**

☐ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

The City of Hartford, Department of Housing and Community Development (DOHCD) Section 8 plan(s) represents an overview of the policies, rules and requirements concerning the Section 8 operations, programs and services. Through this 5-year plan and annual the City of Hartford advises HUD, it program participants and interested parties of its mission for serving the needs of low-income and very low-income families, and the strategy for addressing those needs. The City of Hartford is only required to submit a streamlined plan containing the following information: Housing needs, financial resources, (policies that govern eligibility, selection and admission), rent determination policies, grievance procedures, homeownership programs, community service and self-sufficiency, civil rights certification, and fiscal audit results.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Attachments:

- ☒ Attachment A - Comments of Resident Advisory Board or Boards (file name ct051a01)
- ☒ Attachment B - PHA Plan Certification of Compliance with the PHA Plans and Related Regulations (file name ct051b01)
- ☒ Attachment C - State/Local Government Certification of Consistency with Consolidated Plan (file name ct051c01)
- ☒ Attachment D - Fair Housing Documentation (file name ct051d01)
- ☒ Attachment E - City of Hartford Administrative Plan (file name ct051e01)
- ☒ Attachment F – Basic Criteria used to determine a substantial deviation from the 5-year and annual plan (file name ct051f01)
- ☒ Attachment G – Membership of the Resident Advisory Board (file name ct051g01)
- ☒ Attachment H – Resident Membership of the PHA Governing Board (file name ct051h01)
- ☒ Attachment I – Brief statement on first year's progress toward meeting the mission and goals described in the 5-year plan (file name ct051i01)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the City of Hartford Consolidated Community Development Plans and other data available to the City of Hartford (DHCD), written below in the following table is a statement of the housing needs in Hartford. In the "Overall" Needs column, is the estimated number of renter families that have housing needs. The remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." N/A is to indicate that no information is available upon which the City of Hartford (DHCD) can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI (<\$17,900)	16,042	5	4	4	N/A	4	N/A
Income >30% but <=50% of AMI (>\$17,901, <=\$29,800)	8,289	4	3	3	N/A	4	N/A
Income >50% but <80% of AMI (>\$29,801 <=\$47,700)	6,893	3	2	2	N/A	3	N/A
Elderly	7,478	5	4	3	N/A	N/A	N/A
Persons with Disabilities	11,966	5	4	3	5	N/A	N/A
Race 1/Ethnicity 2 White	28,319	N/A	N/A	N/A	N/A	N/A	N/A
Race 2/Ethnicity 2 Black	48,968	N/A	N/A	N/A	N/A	N/A	N/A
Race 3/Ethnicity 2 Asian Pacific	2,066	N/A	N/A	N/A	N/A	N/A	N/A
Race 4/Ethnicity 2 Native Amer./Other	944	N/A	N/A	N/A	N/A	N/A	N/A
Race 1/Ethnicity 1 Hispanic (any race)	50,376	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ City of Hartford, Hartford Consolidated Community Development Plan 2000
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990
- ☒ American Housing Survey data  
Indicate year: 1995
- ☒ State of Connecticut Department of Economic and Community Development  
Analysis of Impediments to Fair Housing Choice.

- ☒ State of Connecticut Department of Economic and Community Development Consolidated Plan. September 1999
- ☒ U.S. Census Fact Finder (1990 data)
- ☒ Planning Department, City of Hartford
- ☒ CHAS Table 1C provided through <http://webprod.aspensys.com/com/housing/chas/reports.asp>

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,966		650
Extremely low income <=30% AMI	2,136	72%	
Very low income (>30% but <=50% AMI)	623	21%	
Low income (>50% but <80% AMI)	207	7%	
Families with children	2,017	68%	
Elderly families	267	9%	
Families with Disabilities	830	28%	
Race1/ethnicity2	208	7%	
Race2/ethnicity2	1,186	40%	
Race4/ethnicity2	30	1%	
Race1/ethnicity1	1,542	52%	
Race (1 = White, 2 = Black, 3 = Amer Indian/Alaska Native, 4 = Asian Pacific Islander)			
Ethnicity (1 = Hispanic, 2 = Non Hispanic)			

Housing Needs of Families on the Waiting List
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 39</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Strategy 2: Increase the number of affordable housing units by:**

- ☒ Consider applying for additional section 8 units should they become available.
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance. (Possible examples include State funded housing assistance programs or security deposit funds for eligible recipients).

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance. The pool of applicant families ensures that the PHA will meet income-targeting requirements.

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy 2: Conduct activities to affirmatively further fair housing**

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance

- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	24,305,048	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
5. Non-federal sources (list below)		
Total resources	24,305,048	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing (N/A)**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

#### **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

#### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA?

- ☒ Screening for income eligibility.
- ☒ Criminal or drug-related activity only to the extent required by law or regulation.

b. The PHA does not request criminal records from local law enforcement agencies for screening purposes.

c. The PHA does not request criminal records from State law enforcement agencies for screening purposes.

d. The PHA does not access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source).

e. Indicate what kinds of information you share with prospective landlords?

*Information is provided to prospective owners regarding participating families in the following manner; upon request the PHA gives prospective owners the family's current address and if known, the name and address of the owner at the family's current and prior address.*

*The PHA may also provide any tenancy history that involves eviction action initiated against the family. Or information pertaining to damage, vacancy and unpaid rent claims paid out on behalf of the family.*

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?

☒ None

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ Contract Administrator office located at the following address:

Imagineers  
635 Farmington Avenue  
Hartford, CT 06105

## **(3) Search Time**

- a. ☒ Yes    ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*Difficulties encountered in obtaining or locating decent and safe housing. (See Administrative Plan for policies pertaining to this issue.)*

## **(4) Admissions Preferences**

- a. Income targeting

☐ Yes    ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. X Yes    \_ No:      Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Preferences

- X      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition, Victims of Domestic Violence)
- X      Substandard housing
- X      High rent burden (rent is > 50 percent of income)
- X      Medical Category - Disabled or Handicapped family members(disabled or handicapped as defined in Section 223 of the Social Security Act)
- X      Elderly Person

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1      Date and Time

Preferences

- 1      At least two of the following preferences: (Involuntary Displacement, Substandard Housing, High Rent Burden)
- 1      At least one of the following preferences: (Involuntary Displacement, Substandard Housing, High Rent Burden) and one of following preferences (Elderly, or Medical Category - Disabled or Handicapped family members)
- 2      Involuntary Displacement
- 2      Substandard housing
- 2      High rent burden
- 3      Medical Category - Disabled or Handicapped family members (disabled or handicapped as defined in Section 223 of the Social Security Act) or family members with a severe medical problem (such as heart disease, cancer, HIV positive).
- 3      Elderly Person
- 4      No Preference

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) N/A
- ☐ This preference has previously been reviewed and approved by HUD
- ☒ The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
- ☒ Other (Housing Voucher Family Self-Sufficiency program was advertised to all waiting list applicants and current program participants).

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing      N/A**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? The PHA has followed the requirements outlined as follows:

*(QHWRA established certain exemptions to the minimum rent requirements for hardship circumstances. Section 3(a)(3)(B) of the USHA generally states that financial hardship includes the following situations: (1) the family has lost eligibility determinations for a Federal, State, or local assistance program; (2) the family would be evicted as a result of the imposition of the minimum rent requirement; (3) the income of the family has decreased because of changed circumstances, including loss of employment; (4) a death in the family has occurred; and (5) other circumstances determined by the PHA or HUD.)*

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached. (See Attachment A and B)
- ☒ A brief description of the management structure and organization of the PHA follows:

The City of Hartford Department of Housing and Community Development is the Public Housing Agency. City of Hartford Department of Housing and Community Development staff oversees the contractors administration of the Section 8 Program. The contractor prepares an annual program budget and submits it for the PHA manager's review and approval. It is then forwarded to HUD for approval. The contractor prepares all documents necessary to requisition approved program funds from HUD to the City of Hartford (DOHCD).

The contractors program staff handles all inquires about eligibility, maintains a waiting list, enrolls and orients new participants, verifies tenant income, calculates tenant rent and housing assistance payments, inspects apartment under consideration for subsidy, solves problems which arise between tenants and landlords, and processes and mails rental subsidy payments. The contractor has 27 employees that work on the program on either full time or part-time basis. The City of Hartford Administrative Plan and Program Controls (see Attachment E ) also provides further discussion regarding the management structure and the organization of the PHA.

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	NA
Section 8 Vouchers	2731	207
Section 8 Certificates	677	51
Section 8 Mod Rehab	539	96
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	NA	NA

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (N/A)

- (2) Section 8 Management: (list below)  
City of Hartford, Section 8 and Housing Voucher Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing (N/A)**

### **B. Section 8 Tenant-Based Assistance**

1. ☒ Yes    ☐ No:    Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

*The Contractor will provide an applicant an opportunity for an informal review of a decision denying an applicant:*

1. *listing on the waiting list, and/or*
2. *participation in the program.*

*The Contractor shall give the applicant written notification of its decision denying assistance. The notice shall:*

1. *be given personally to the applicant or member of the family or sent by first class mail to the last known address;*
2. *give a brief statement of the reasons for the decision, and*
3. *inform the applicant that within ten (10) days of the date of the notice, the applicant may request, in writing, that an informal hearing be held to present objections and review the decision.*

### ***Informal Hearing for Participants***

*The Contractor will provide an opportunity for an informal hearing to a participant to consider whether decisions made against participants are in accordance with HUD regulations and the Contractor rules in the following situations:*

1. A determination of the amount of total tenant payment or tenant rent. This requirement does not apply to utility allowance schedules.
2. A decision to deny or terminate assistance.
3. A determination that a participant is residing in an overcrowded or under utilized unit.
4. In the case of a participant who wants to move to another dwelling unit a determination of the number of bedrooms to be entered on a voucher when a participant family desires to move to another unit.

*In the case of a decision to deny or terminate assistance, the Contractor shall give the applicant written notification of its decision denying or terminating assistance. The notice shall:*

1. *be given personally to the applicant or member of the family or sent by first class mail to the last known address;*
2. *give a brief statement of the reasons for the decision, and*
3. *inform the applicant that within ten (10) days of the date of the notice, the applicant may request, in writing, that an informal hearing be held to present objections and review the decision.*

### ***Conduct of Hearings***

*If an applicant or participant requests an informal hearing within the time frame set forth above, the HA shall conduct a hearing in accordance with the following procedures:*

1. *The Contractor shall appoint a hearing officer to conduct the hearing who must be an employee or outside person other than the person who made or approved the decision under review or a subordinate of such person.*
2. *The hearing officer shall issue a written decision stating briefly the factual and other basis for the decision, a copy of which shall be furnished promptly to the applicant.*

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

Other: Contract Administrator office located at the following address:

Imagineers  
635 Farmington Avenue  
Hartford, CT 06105  
(860) 247-2318

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

(N/A)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

(N/A)

### **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

(N/A)

### **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

(N/A)

### **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

#### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

(N/A)

#### **B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

#### **C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

(N/A)

### **B. Section 8 Tenant Based Assistance**

1. ☒ Yes    ☐ No:        Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description: Section 8 Homeownership

*The Section 8 Homeownership program is currently being developed and in draft form. When draft program design is completed, it will become part of the administrative plan and forwarded to HUD for review. A complete description of the program, size of program, eligibility criteria and program design will be incorporated into the City of Hartford administrative plan and provided as Attachment E to the administrative plan.*

- a. Size of Program (*The current draft program design does not limit the number of families participating in the Section 8 homeownership option*)

☐ Yes    ☒ No:        Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☒ more than 100 participants

- b. PHA-established eligibility criteria (*See answer above*)

☐ Yes    ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

#### 2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals

☒ Information sharing regarding mutual clients (for rent determinations and otherwise)

☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

☐ Jointly administer programs

☐ Partner to administer a HUD Welfare-to-Work voucher program

☐ Joint administration of other demonstration program

☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies

☒ Public housing admissions policies

☐ Section 8 admissions policies

☒ Preference in admission to section 8 for certain public housing families

☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

☒ Preference/eligibility for public housing homeownership option participation

☐ Preference/eligibility for section 8 homeownership option participation

☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

XYes    \_ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Homeownership workshops	45	FSS Clients	PHA/Urban League	Section 8
Employment Advocacy	16	FSS Clients	PHA	Section 8
Homeownership referral	6	FSS Clients	PHA	Section 8
Educational Workshop	10	FSS Clients	PHA/State Community College	Section 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/01/00)
Public Housing	NA	NA
Section 8	55	43 (current program participants) 7 (successful left with escrow) 6 (terminated from program) 56 *

b. Yes    No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? (N/A)

If no, list steps the PHA will take below:

We are in the process of soliciting current program participants for participation. During annual recertification program participants are advised about the FFS program through a written handout and offered an opportunity to participate. Program participants that enter the program are also offered the opportunity to participate but not required.

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

NA Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

X Informing residents of new policy on admission and reexamination

NA Actively notifying residents of new policy at times in addition to admission and reexamination.

X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

X Establishing a protocol for exchange of information with all appropriate TANF agencies

— Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

(N/A)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

(N/A)

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes    ☐ No:        Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes    ☐ No:        Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes    ☒ No:        Were there any findings as the result of that audit?
4. ☐ Yes    ☐ No:        If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes    ☐ No:        Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

**(N/A)**

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes    ☐ No:        Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
☒ Attached as Attachment A (File name ct051a01)  
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
☒ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☒ Yes    ☐ No:        Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.) The PHA has no

public housing units. A PHA that has no public housing units, but administers Section 8 tenant-based assistance, is eligible for the exception, regardless of the number of Section 8 vouchers it administers.

2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) (N/A)

3. Description of Resident Election Process (N/A)

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Hartford)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- X** The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X** Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
1. Increase the availability of decent affordable housing by expanding the supply of assisted housing through application for additional vouchers.
  2. Increase the availability of decent affordable housing by increasing assisted housing choice through mobility counseling and outreach efforts to potential landlords.
  3. Promoting self-sufficiency and asset development of families and individuals through family self-sufficiency program efforts.
  4. Ensuring equal opportunity and affirmatively further fair housing through analysis of impediments to fair housing choice.
  5. Assisting families to move from renting to homeownership by developing new Section 8 homeownership program.
- Other: (list below)

- 3.** The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:  
Through the overall goals and programmatic initiatives identified in the Hartford Consolidated Plan.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Attachment A	Comments of Resident Advisory Board or Boards (file name ct051a01)
Attachment B	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations (file name ct051b01)
Attachment C	State/Local Government Certification of Consistency with Consolidated Plan (file name ct051c01)
Attachment D	Fair Housing Documentation (file name ct051d01)
Attachment E	City of Hartford Administrative Plan (file name ct051e01)
Attachment F	Basic Criteria used to determine a substantial deviation from the 5-year and annual plan (file name ct051f01)
Attachment G	Membership of the Resident Advisory Board (file name ct051g01)
Attachment H	Resident Membership of the PHA Governing Board (file name ct051h01)
Attachment I	Brief statement on first year's progress toward meeting the mission and goals described in the 5-year plan (file name ct051I01)

# PHA Plan Table Library